DIPLOMA REPLACEMENT FORM

*Notarization is required*

You may request a City University of New York School of Law replacement diploma if your original diploma has been damaged or lost or if you have had a name change. There is a $25 fee to reorder a diploma. If the reason for diploma replacement is a name change, you must provide the original or a certified copy of a court order, marriage license, or divorce decree. The original diploma must be returned when requesting a replacement due to damage or a name change.

I hereby certify that my original diploma was □ lost □ damaged □ I have changed my name

• Diplomas will be produced on the engraver’s current stock.
• There is a $10 additional charge to have the signature of a Dean other than that of the current Dean.
• Diploma orders normally take 4 to 6 weeks for receipt.

You will be notified as soon as your diploma is available to be picked up. There is an additional $5.50 fee for mailing the diploma via the United States Postal Service. In order for the diploma to be mailed via Federal Express, you will need to provide a prepaid label.

If you want your diploma mailed, please check here □ I will pick up my diploma in person with picture ID □
(If mailed, the Law School will not assume responsibility for a damaged or lost diploma.)

PRINT your full name below (Note: your diploma will be ordered under the name shown on your CUNY School of Law records, unless you have requested and documented a name change.)

First                                              Middle                                     Last
Graduation Date___________________________________
Address: ______________________________________________________________________________
      Street                  Apt. #            City                               State              Zip Code
E-mail Address: _________________________________ Telephone No.: (       ) ____________________

I hereby certify that information provided above is true and accurate to the best of my knowledge.

Signature: ____________________________________       Date: _____________________________

State: __________________ County: __________________
       Sworn before me this _____day of ______________, 20__
       (Seal)

Notary

For Registrar Use Only
Amount Paid: $ ______ (attach a copy of receipt)       Date: _____________________________
Diploma ordered on: ___________________________ Diploma received on: __________________ Notification sent on: _______________
Original Diploma returned:_____________________

Updated 7/12/12